
2020-2021 ESCS COVID-19 Plan

TABLE OF CONTENTS

1. REOPENING PLAN
2. CLEANING AND DISINFECTION
3. COHORTING
4. ENTRANCE, EGRESS, AND MOVEMENT WITHIN SCHOOL
5. FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR
6. HEALTH SCREENINGS FOR STUDENTS AND STAFF
7. HEALTHY HYGIENE PRACTICES
8. IDENTIFICATION AND TRACING OF CONTACTS
9. PHYSICAL DISTANCING
10. STAFF TRAINING AND FAMILY EDUCATION
11. TESTING OF STUDENTS AND STAFF
12. SURVEILLANCE TESTING OF STAFF
13. TRIGGERS FOR SWITCHING TO DISTANCE LEARNING
14. COMMUNICATION PLANS

1. REOPENING PLAN

The ESCS COVID-19 reopening plan will be posted on the school's website: <https://escseagles.com>

2. CLEANING AND DISINFECTION

Facilities staff will clean and disinfect frequently-touched surfaces within school at least daily, as practicable.

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Student desks
- Chairs
- Stair handrails

When choosing cleaning products, ESCS will endeavor to utilize COVID-19 EPA-approved list “N” products to reduce the risk of asthma. Asthma-safer ingredients are hydrogen peroxide, citric acid, and lactic acid.

Have a sufficient supply of hand sanitizers, soap, tissues, no-touch trash cans, and paper towels.

Facilities staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper protective equipment, including gloves, eye protection, mask or respirator, and disposable gowns may be needed if there is deep cleaning and disinfection of a COVID-19 case.

All cleaning products must be kept out of children's reach and stored in a space with restricted access.

Establish a cleaning and disinfecting schedule in order to avoid both under- and over- use of cleaning products.

Ensure proper ventilation during cleaning and disinfecting; introduce fresh outdoor air. When cleaning, air out space before children arrive; plan to do a thorough cleaning when children are not present.

At the end of each school day ESCS will disinfect desks, tables, chairs, keyboards, phones, and copy machines.

3. COHORTING

Class sizes will be limited to 14 students. Classes with more than 14 students* (see table below) will need to alternate their days of in-class attendance to meet cohort requirements.

Current school enrollment:

Class	Size
Kindergarten	10
1st and 2nd Grade	17
3rd and 4th Grade	14
5th and 6th Grade	9
7th and 8th Grade	16
TOTAL ENROLLMENT	66

Students must always remain in cohorts of 14 or less. ESCS will keep the same students and teacher or staff with each group and will minimize the movement of students and teachers.

Restroom Assignments

Restrooms will have a one-student limit at any one time. Restroom assignments will be

as follows:

- a. Kindergarten – Mrs. Gonzalez’s classroom restroom
 - b. 1st/ 2nd Grade – Mrs. Lakew’s classroom restroom
 - c. 3rd/4th Grade – Upstairs restroom
 - d. 5th/6th Grade – Upstairs restroom
 - e. 7th/8th Grade – Downstairs restroom
-

4. ENTRANCE, EGRESS, AND MOVEMENTS WITHIN THE SCHOOL

The following is the procedure for student drop-off and temperature testing:

- Cars will pull forward into the space nearest the school office. An attendant will take the student’s temperature and verify that the daily RenWeb form has been completed. Students must remain in their car until attendant permission has been granted.
- The student will exit the car and go directly to their classroom (see below) once the attendant verifies that the student’s temperature is less than 100.4 °F and the daily RenWeb form has been completed.
- Routes for entering/exiting classrooms:
 - a. Kindergarten: Griffin Hall
 - b. 1st/2nd Grade: Griffin Hall
 - c. 3rd/4th Grade: Upstairs walkway
 - d. 5th/6th Grade: Upstairs walkway
 - e. 7th/8th Grade: Parking Lot

ESCS will stagger school start and end times to prevent overcrowding (see chart). Students should arrive at least 10-15 minutes before start time to have their temperatures checked before entering the Education Building.

Grade	Arrival Time	Pickup Time
Kindergarten	8:30 AM	2:45 PM
1 st Grade	8:15 AM	3:00 PM
2 nd Grade	8:15 AM	3:00 PM
3 rd Grade	8:30 AM	3:10 PM
4 th Grade	8:30 AM	3:10 PM
5 th Grade	8:15 AM	3:10 PM
6 th Grade	8:15 AM	3:10 PM
7th Grade	7:45 AM	3:00 PM
8th Grade	7:45 AM	3:00 PM

Early arriving students will not be allowed to roam around the campus. After their temperature check-in and hand washing, they must report directly to their classroom.

EXITING SCHOOL

Parents and guardians will not enter the school office to pick up their children. Students will be picked up in the school parking lot by designated routes dependent on their grade level (see chart on previous page).

Kindergarten parents and guardians will similarly pick up their children in the school parking lot at 2:45 PM.

Elementary School teachers will keep their students in the classroom until dismissal time, and will then lead their class to their designated pick up spot in the school parking lot. On rainy days, students will remain in their classrooms.

OFFICE PROCEDURES

Office staff in routine contact with the public will use gloves and facial coverings. Wearing face shields and masks together can provide extra protection when working closely with people.

Limit nonessential visitors, volunteers, and activities involving other groups at the same time.

There is a two-visitor maximum that can come into the office at the same time. Others must wait outside the office on the floor markers to avoid overcrowding.

All visitors must wear a face covering or mask before entering our facilities. All visitors who are coming onto the ESCS campus to work or stay for longer than 5 minutes, must be temperature checked in order to be allowed on campus. Visitors who are dropping off items (packages, tuition, lunch fees, books, etc.) may do so without a temperature check, but they must leave immediately after they have completed their delivery.

After taking a temperature check, office personnel will ask visitors or contract personnel to sign in order to have a record for contact tracing purposes.

5. FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

Teach and reinforce the use of face coverings or masks. Teach students not to trade or touch other people's masks or face coverings. Face coverings are meant to protect other people in case the wearer is unknowingly infected. Face coverings must be worn:

- o While waiting to enter the school campus
 - o While on school grounds (except when eating or drinking)
 - o While leaving school
 - o While moving from one location to another location
- Students who are actively engaged in PE activities or sports may take off their face coverings or masks for better breathing ability; physical distancing in these cases is required.
- Staff must wear face coverings or masks when in the presence of other people and especially when talking to people. If there is no one in the room that you are in, it is acceptable to take off your face covering.
- Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. There are also exceptions for students who are unable to wear face coverings due to a special circumstance such as a particular developmental or health diagnosis that would limit their ability to wear a face covering. If a student cannot wear a face covering or mask, he/she could try to wear a face shield.
- Staff will wear a face shield while actively teaching or lecturing a group of students. Staff may remove their face coverings or masks while wearing a face shield in order for students to hear instructions clearly, to see facial expressions, and to avoid potential barriers to phonological instruction. Face shields must be used by all teachers while they are instructing students especially when they are not wearing a face covering or mask.

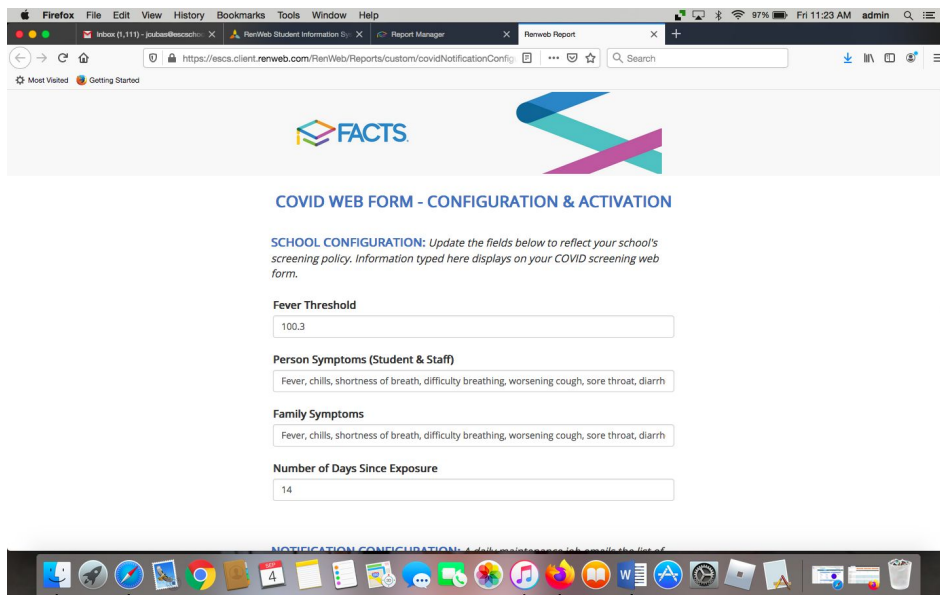
6. HEALTH SCREENINGS FOR STUDENTS AND STAFF

The Pre-screening Form (see below) will be filled out by all families and staff on a daily basis before coming to school. School officials will ensure that a RenWeb COVID screening form (see below) is completed on a daily basis. These forms must be completed before a student or staff will be admitted into the classroom. Pre-screening will help us know whether there are students or staff that may have been exposed to COVID-19 over the weekend and who must stay home for a few days or get tested for the virus before returning to school.

The screenshot shows a Firefox browser window with the address bar displaying https://esccs.client_renweb.com/RenWeb/Reports/custom/covid/NotificationConfig/. The page content includes:

- NOTIFICATION CONFIGURATION:** A daily maintenance job emails the list of people who have not completed the web form each day after 12:00 AM Eastern. Type up to four recipient email addresses.
- Four text input fields labeled "Email Address 1", "Email Address 2", "Email Address 3", and "Email Address 4".
- ACTIVATION:** Select the options below to activate your COVID web forms and email notifications.
- Two checkboxes: "Enable COVID Web Forms" and "Enable COVID Email Notifications".
- A "Run Time (Eastern):" dropdown menu currently set to "9:00".
- A blue "Submit Configuration" button at the bottom.

The browser's status bar at the top shows the date and time as "Fri 11:23 AM" and the battery level at "97%". The macOS dock is visible at the bottom of the screen.



Temperature Screening

ESCS will conduct temperature screenings for all staff and students before permitting them to enter the facility. Two walk-up scanners will be set up in the front parking lot for staff and students to have their temperature checked. Two staff will also have handheld touchless thermometers to do temperature checks. A temperature of 100.4°F and above is considered to be a fever and the person will not be admitted into the facilities.

Teachers must arrive on time to have their temperature checked so they can get into their classrooms prior to their respective start times.

Students must arrive 10-15 minutes before school starts in order to have their temperature checked. Parents must stay until their child's temperature has been cleared to enter the school. If a child has a fever, a second temperature check can be given to make sure the temperature reading is correct. Once it has been determined that the staff or child has a fever, the person must go home immediately and not enter the facilities.

ESCS will conduct temperature screenings for all staff and students before permitting them to enter the facility.

Before entering the facilities, each adult must wash their hands or use hand sanitizer. Hand sanitizer will be provided at the drop off station and at the front office.

Monitor staff and students throughout the day for those persons with illness

symptoms. Send home people with a fever of 100.4°F or higher, a cough, or other COVID-19 symptoms.

For serious injury or illness, ESCS will immediately contact 911.

ESCS will notify local health officials, staff, and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.

If a staff, student, or household member of a staff or student comes down with a positive COVID-19 case, ESCS will close off areas used by the sick/exposed person and will not use it before cleaning and disinfecting. To reduce the risk of exposure, we will wait 24 hours before cleaning and disinfecting. Be sure personal protective equipment and ventilation are used while disinfecting the area. Advise sick staff and students not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever without the use of fever-reducing medicines, symptoms have improved and 10 days have passed since symptoms first appeared.

When a student or staff member tests positive for COVID-19 and has exposed others at the school, implement the following steps:

- Consult with the local public health department to see if a school closure is warranted, including the length of time necessary.
- The classroom or office where the sick person was located will typically need to close temporarily as students or staff isolate for 14 days.
- Additional close contacts at school outside of a classroom will also isolate at home.
- Additional areas of the school visited by the COVID-19 positive person may also need to be closed temporarily for cleaning and disinfection.
- Communication plans for school closure will include outreach to students, parents, teachers, staff, and the community. Provide guidance to all reminding them of the importance of physical distancing measures while a school is closed. Discourage students and staff from gathering elsewhere.

ESCS will continue with virtual or distance learning during this time.

7. HEALTHY HYGIENE PRACTICES

Washing Hands

Everyone must wash their hands several times a day. All must use soap and wash for 20 seconds, then use paper towels to dry hands thoroughly. Staff will model and practice hand-washing, especially to lower grade level students.

- Before and after eating
- After coughing or sneezing
- After being outside
- Whenever coming into the classroom from another location
- Before and after using the restroom; students will wash hands in the classroom and teachers will also apply disinfectant.

Hand sanitizer will be provided for each classroom

ESCS will teach students and remind staff to use tissues to wipe their nose and to cough/sneeze inside a tissue or their elbow.

At the beginning of the year, each student will be expected to purchase their own sanitary supplies:

- Antibacterial wipes
- Face mask
- Kleenex
- Hand sanitizer

The CDC recommends virtual activities in lieu of field trips and intergroup events.

All students must bring reusable water bottles labeled with their names. Teachers will discourage students from using drinking fountains and instead encourage them to fill up their water bottles. Refilling of water bottles will be done in Griffin Hall during recess and lunch breaks under staff supervision.

Open doors and maximize space between students. Minimize contact between people.

ESCS will consider outside instruction when feasible.

The staff will keep each child's belongings separated. Be sure everything is taken home if another shelter-in-place order is called for.

ESCS will minimize sharing of class equipment or art supplies. All students must bring their own school and art supplies (e.g. scissors, pencils, stapler, tape, markers, etc.). If students must use the teacher's supplies, be sure to collect all supplies in a designated bin that is to be cleaned and disinfected at the end of each day.

Teachers must use antibacterial wipes to disinfect the computer keyboard and mouse before another student uses the same computer. Alternatively, students may use disposable gloves when using computer equipment.

After every student reads a book from the teacher's library collection, be sure to collect the book in a designated bin to be cleaned and disinfected at the end of each day before the book is returned into the class's library collection again.

8. IDENTIFICATION AND TRACING OF CONTACTS

When there is a confirmed case of Covid-19, the creation and submission of a list of exposed students and staff will be created by the school's administrative office. The administrative office will submit this list to the local health department and will also notify exposed persons. The contact person for the local health department will be the school principal, Scott Cox.

9. PHYSICAL DISTANCING

Teachers will be able to teach classes as long as they are practicing physical distancing protocols (keeping 4-6 feet apart from students and wearing a face covering or face shield).

ESCS will maximize space between seating and desks with physical distancing (approx. 4-6 feet) between desks, unless desktop barriers are utilized.

ESCS will create a safe zone around the teacher's desk with tape on the floor. Students will not cross the tape in order to keep physical distancing.

Some classes may need to be live-streamed (Zoom) for students who are doing distance learning from home. Students with pre-existing immune system deficiencies or compromised health conditions may choose to do distance learning from home.

Implement procedures for turning in assignments to minimize contact. Students cannot collect each other's papers nor will they pass papers to each other. Each student will turn in their own work to a homework tray to avoid close contact with others. Teachers will want to allow papers to sit for 24 hours before touching them.

ESCS has a dedicated playground for K-6 students. In addition, the two play structures will be used on an assignment only rotational basis to allow for disinfectant spraying of the structures.

Facilities will use disinfectant spray on the lunch and break areas after use.

Limit the use of shared playground equipment in favor of physical activities that require less contact with surfaces. The playground will be assigned to one class/per use and disinfected at the end of each day. Playground use will be on a rotational basis.

Limit the sharing of objects and equipment (toys, games, art supplies). Clean and disinfect between uses.

A staggered recess schedule will be made, so fewer grades have recess at the same time. Each class will have designated areas for play during recess time, so there is no mixing of students between classes.

Students must wear face coverings, but can take them off if they are practicing physical distancing. We understand that fresh air is important.

More "feet-based" games and less physical contact games will be encouraged during recess time (e.g., soccer, hopscotch, running).

Students will wash and/or disinfect their hands before recess and after recess. They can use outside washing stations and indoor bathrooms. Adult monitors will supervise students.

LUNCH TIME

Food service staff in routine contact with the public must use gloves and facial coverings.

Meals can be eaten in classrooms. Extra-large trash cans need to be provided for classrooms to handle lunch garbage.

Students can also eat outside in designated areas. Monitors will sanitize tables after students finish eating, so tables will be ready for the next group.

Meals can be picked up in Griffin Hall.

Staff may eat inside their classrooms. Staff must physically distance themselves from one another in the faculty lounge.

CHAPEL

Elementary and Junior High School chapel will be conducted in each individual classroom. Teachers may opt to have chapel in the chapel but will be limited to a maximum of 14 student cohorts at each chapel service.

Worship through singing will be discontinued until Covid-19 restrictions are lifted.

SAFETY DRILLS

ESCS will continue to practice safety drills at regular intervals depending on the type of drill that is needed: fire, earthquake, shelter in place, lockdown, or evacuation/reunification.

When exiting the building for a drill, teachers and students will use the exit doors they have been assigned to alleviate overcrowding.

Classes will line up in a staggered format, so no class of students is standing side by side.

STAFF AND FACULTY MEETINGS

Tuesday after school staff meetings will be held virtually in the portable classroom observing safe-distancing and mask procedures.

EXTENDED CARE

Please note that we will not be able to provide before school, or after school child care until January 2021.

PHYSICAL EDUCATION & ATHLETICS

PE and interscholastic athletics will be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by local public health officials. Physical distancing will be practiced.

PE classes will be held outdoors.

Students will wear masks during PE, but may have to remove masks in order to have enough air for breathing. The students' well being is a priority.

The use of hand sanitizer will be a requirement for all students at the beginning of each class and at the end of class.

The PE teacher will sanitize equipment that is being used by students on a daily basis.

After school athletics will not be scheduled for 2020/2021 due to Covid-19 restrictions. ESCS will constantly monitor and evaluate any changes to these restrictions.

MUSIC CLASSES AND PROGRAMS

Music classes and programs will not be scheduled for 2020/2021 due to Covid-19 restrictions. ESCS will constantly monitor and evaluate any changes to these restrictions.

COMPUTER LAB

All students will put on disposable gloves before entering the computer lab and wear their face coverings throughout their time in the computer lab.

This will cut down on the concern over spreading germs on the computer equipment.

Computer lab classes will not be scheduled back to back in order to build in time for sanitizing keyboards, mice, and desks. Older students in the 3rd grade and beyond can help the computer teacher with wiping down the equipment.

ESCS will purchase keyboard covers for the students to use while on the computers. These keyboard covers will be removed after students use them; they can easily be wiped down, air dried, and reused the next day. Keyboard covers will speed up the cleaning process between different classes using the computer lab.

10. STAFF TRAINING AND FAMILY EDUCATION

Staff will be trained and ESCS families will be educated on the application and enforcement of the COVID-19 plan. Staff will be required to read through the plan and acknowledge that they understand all of its aspects.

Families will be made familiar with the plan through publication of the plan on the school's website. Periodic updates will be provided to students, parents and staff by means of the school's newsletter, town hall meetings, and frequent email communications.

11. TESTING OF STUDENTS AND STAFF

If a student is symptomatic during the school day, a teacher must notify the office before sending the student to the front office. Teachers will send only sick students to the front office, where they will be directed to the school isolation area. We want to limit the number of students who come to the front office so there are less cross-contamination and disinfecting needs.

Symptomatic students will be separated from others right away in the school isolation area. If more than one student is in the isolation area, they must be safely separated from one another. Any students exhibiting

symptoms will be required to wear a face covering and wait in the isolation area until they can be transported home by an authorized adult.

Advise parents that sick students are not to return until they have met CDPH criteria (see chart below) to discontinue home isolation.



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> Send home Recommend testing (If positive, see #3, if negative, see #4) School/classroom remain open 	<ul style="list-style-type: none"> No Action needed
2.	Close contact (+) with a confirmed COVID-19 case	<ul style="list-style-type: none"> Send home Quarantine for 14 days from last exposure Recommend testing (but will not shorten 14-day quarantine) School/classroom remain open 	<ul style="list-style-type: none"> Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> Notify the local public health department Isolate case and exclude from school for 10 days from symptom onset or test date Identify contacts (+), quarantine & exclude exposed contacts (likely entire cohort (++)) for 14 days after the last date the case was present at school while infectious Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) Disinfection and cleaning of classroom and primary spaces where case spent significant time School remains open 	<ul style="list-style-type: none"> School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> May return to school 3 days after symptoms resolve School/classroom remain open 	<ul style="list-style-type: none"> Consider school community notification if prior awareness of testing

CDPH, MS 0500 • P.O. Box 997377 • Sacramento, CA 95899-7377
(www.cdph.ca.gov)



El Sobrante Christian School administration will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be required to be tested and will be quarantined in their homes while waiting for test results. Staff will be tested periodically to detect asymptomatic infections per SURVEILLANCE TESTING OF STAFF

Revised 10/21/20

(see below).

12. SURVEILLANCE TESTING OF STAFF

All staff must be tested for COVID-19 on a regular monthly basis. A minimum of 25% of our staff will be tested every two weeks; 100% of staff tested every two months. COVID-19 testingß will be provided by Arch Staffing and Consulting Company. There is no charge for faculty testing as teachers are considered essential workers.

13. TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

The ESCS Principal in conjunction with county health officials will determine when to physically close the school and prohibit in-person instruction. The school will then revert back to remote learning:

1. The Digital Learning Code of Conduct agreement form will be required for all students and families to sign at the beginning of the year.
 2. Zoom and Google Classroom live streaming option for all grades. If there are some students who are not able to come to school because parents do not feel comfortable sending them to school, ESCS will live stream a class so students can follow along through their computers at home.
 4. If the school must go into shelter-in-place and everyone is doing distance learning from home, we will resume Zoom and Google Classroom live streaming for the entire student population.
-

14. COMMUNICATION PLANS

The principal will communicate with students, staff, and parents about cases and exposure at the school, consistent with privacy requirements such as FERPA and HIPAA.